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Approved For Release 2001/05/11 : CIA-RDP78-06084A000300020003-7

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training  
THRU : Acting Chief, Operations School  
FROM : Acting Chief, Headquarters Training

DATE: 25 July 1962

SUBJECT: Weekly Activities Report No. 27  
12 - 25 July 1962

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ITEMS1. Information Reporting, Reports, and Requirements (IRRR):

25X1A9a One tutorial student (Mr. [REDACTED]) completed instruction in IRRR on 13 July.

2. Information Reports Familiarization (IRF):

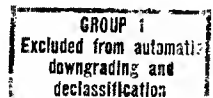
Six students received tutorial instruction in IRF from 16 - 20 July. One student is enrolled for tutorial instruction on a half-day basis for the period 23 July - 3 August.

3. Counterintelligence Familiarization (CI/FAM):

25X1A9a Mr. [REDACTED] is giving tutorial instruction to an SR case officer, 23 - 27 July.

4. Records Officers Course (ROC):

Course No. 14 was completed on Friday, 13 July 1962. There were twenty-five students who attended the entire course, two who attended four of the five days of the course and four who made up one or more days missed in prior courses. This brought the total registration to thirty-one. ROC No. 14 was a considerably revised presentation and included more RID participation in the course and less CI Staff participation than in prior runnings of the ROC. On the basis of critiques submitted, the consensus was that it is a worthwhile course and the students have benefited considerably as a result. ROC No. 15 is scheduled for 24 - 28 September 1962.

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(Weekly Activities Report No. 27 - Continued)

5. Staff Member Activities

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a. Mr. [REDACTED] completed the State Department Counter-Insurgency Course on 13 July.

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b. Mrs. [REDACTED] will attend the ITC at [REDACTED] 30 July - 3 August.

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c. Mr. [REDACTED] handled the Headquarters arrangements for PM Course No. 4 during the week of 16 July. Mr. [REDACTED] also has worked with Covert Training during the reporting period.

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d. Mr. [REDACTED] is on military leave prior to his departure PCS on or about 4 August.

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e. Mr. [REDACTED] is on annual leave, 23 - 27 July.

f. I will be on annual leave 30 July - 22 August.

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[REDACTED]

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